Program Administrator to the Washington State Opportunity Scholarship Board

Changes to the RFP

On Pages 5 and 6, in section 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES change the date of Conduct oral interviews with finalist, if required to April 12, 2016.

Effect—Changes date of oral interviews.

On page 13 and 14 in section 3.3 D References following the existing language on references in that section, insert the following sentence: Bidders are requested to advise their references to be available on April 5, 2016 to respond to reference checks.

Effect—Provides for greater efficiency in the conduct of reference checks.

On page 15, following the words, 3.5. AUDIT AND 990, *insert the word* (MANDATORY).

Effect—Clarifies that it is mandatory to provide the information requested in section 3.5.

On page 16, in section 4.3 ORAL PRESENTATIONS MAY BE REQUIRED following the first sentence, insert the following sentence: Bidders are requested to be available by telephone for questions on April 12, 2016 between the hours of 2:00 PM and 5:00 PM PDT. In your proposal, please provide the name and phone number of the individual who will be responsible for answering questions should there be any.

Effect—Provides for greater efficiency in the conduct of oral questions.

Questions and Answers

Q. It seems that the RFP is split into two parts: The Core Responsibilities (in section 1.2.3) and the Additional Opportunities for Partnership (1.2.4). Is the goal of the RFP to only provide the Core Responsibilities?

A. The goal is to ultimately procure a program administrator who can accomplish the duties required under statute. This may be accomplished through one or more contracts as a result of the RFP. The RFP Objectives and Scope of Work is divided into three parts: The WSOS Team (1.2.2), Core Responsibilities, and Additional Opportunities for Partnership.   It is anticipated that any contract(s) executed resulting from this procurement would include compensation for the WSOS Team and for the work set forth in 1.2.3 and 1.2.4.

Q. Can a firm bid only the work in section 1.2.4 Additional Opportunities for Partnership?

A. No, if a bidder bids only the work in 1.2.4, their bid would be rejected as non-responsive. The bidder must bid the work under 1.2.3 Core Responsibilities. Optionally, they may provide an abbreviated and separate proposal and price for one or more functions in 1.2.4 Additional Opportunities for Partnership. Failure to respond to 1.2.4 will not result in a bid being rejected as non-responsive. The RFP allows for one or more contracts to be issued as a result of this RFP. It is possible that the work contained in 1.2.3 and 1.2.4 could be awarded to one firm or multiple firms.

Q. What information should the "brief proposals" for additional services address? Format and length?

A. The brief or abbreviated proposals requested in 1.2.4 Additional Opportunities for Partnership should contain the same information requested in Section 3, Proposal Contents that has not already been provided in the bidder's main proposal. Bidders should feel free to omit information such as References, OMWBE Certification, etc. from their Additional Opportunities for Partnership proposals since that information will have already been provided in the main proposal. Bidders should also feel free to reference their main proposal where the information in their Additional Opportunity for Partnership proposal is the same as is contained in their main proposal. For example if the bidder intends on using the same team structure for one or more abbreviated proposal as was used in their main proposal, they should feel free to simply include a statement that says "see main proposal team structure." Another example would be if the same personnel will be involved in an abbreviated proposal, we don't expect the bidder to provide another resume for a given employee. Simply say something like, "see resume of John Doe."

The brief proposals should be formatted using the same headings, as applicable, to those used in Section 3, Proposal Contents. There is no prescribe length.

Q. Who is on the review team?

A. The review team has not been selected.

Q. Will that information be included on the March 8, 2016 amendment to the RFP?

A. If the review team has been selected by March 8, 2016, information related to this team will be included in that final amendment to the RFP.

Q. The RFP does not address occupancy – are we to include this?

A. The RFP addresses occupancy under 1.2.3 Core Responsibilities and refers to them as facilities: "The Program Administrator will provide facilities and administrative, operational and organizational support to WSOS as follows:" Yes, you are to include them in your bid.

Q. Will the Legislative Report be the responsibility of the WSOS Administrator even if the Research & Evaluation function is contracted somewhere else?

A. Yes, the WSOS Administrator will still be responsible for submitting any legislative reports which the statute requires it to submit, whether or not the work of compiling and analyzed data etc. and preparing the report is performed in-house or by a third party.

Q. Given that pieces of the work may be contracted across different bidders, who is responsible for "managing" the larger WSOS partnership- the WSOS ED or the WSOS Administrator?

A. The responsibility for managing the larger WSOS partnership is and remains with the WSOS Board through their agent, the WSOS ED.

Q. May we see an itemization of owned/leased technology hardware and devices that will transfer from existing environment to the new WSOS PA and all new equipment that will need to be procured for operations on 7/1/16.

A. The following is existing technology hardware and devises that will transfer with WSOS to the new PA: individual laptop computers (including laptop unit and docking station) for WSOS Staff members and two personal laser jet printers. We do not anticipate the need to acquire new hardware that will be purchased by the PA, rather any new hardware needs will be reflected in the WSOS budget.

Q. What software applications (MS Office, Blackbaud modules, grant software, general ledger, etc.) are currently used? What is owned by WSOS? What needs to be procured for use on 7/1/16?

A. MS Office, Raiser's Edge, Education Edge, Abila MIP Fund Accounting, Net Community, Financial Edge. We currently have licenses for this software that exist with the current PA and would need new licenses if a new PA were to be selected.

Q. Are there any expected changes to software or hardware upon the transition to the new PA?

A. Should a new PA be selected, we anticipate transitioning our software to new platforms and to the platforms currently used by the new PA.

Q. How will WSOS legacy data, especially scholarships-in-process, be provided to the new PA for migration onto new technology infrastructure?

A. We have yet to determine this process.